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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 19 February 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 7, Week of 11 - 17 February 1958.

1W3  
25 FEB 1958

1. Numbers in Clerical Induction Training. During the week of 11 February there were 31 people in Clerical Induction Training. Of these 16 were entering for the first time.

2. Numbers in Clerical Orientation Training. The Clerical Orientation program was not held the week of 11 February. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 11 February were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	5	2
Typewriting	7	5

4. OTR Tour. On Wednesday [ ] took the two Training Assistants assigned to Clerical Training, [ ] on a tour of Training offices in the Ohio Drive Area. They visited the offices and met the employees in the following parts of the Support Staff: Security Office, Area Records Office, Personnel Office, Supply and Services Office, Registrar, Audio Aids Section, and the Visual Aids Section. They went to the Overseas Training Section of the Operations School and to all parts of the Intelligence School located in R & S, [ ] and Alcott Hall. In addition, they attended the DDS exhibit in the R & S Auditorium during the afternoon.

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 NO CHANGE in Class. ☐  
☐ DECLASSIFIED  
 Class. CHANGED TO: TS  
 DDA Memo, 4 Apr 77  
 Auth: DDA REG. 77/1763  
 Date: 10 March 1978

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*Noted 26 Feb.*  
*Two days in the mail from 16th Feb*